

RESTRICTED

INSTRUCTIONS FOR EVACUATION OFFICERS

1. EVACUATION OFFICER

- A. Organize an Evacuation Plan for each building or areas within buildings under his jurisdiction.
- B. Designate and instruct such Assistants as may be necessary to aid him in organizing and maintaining such Plan or Plans.
- C. Appoint and instruct Assistant Evacuation Officers for the control of personnel and the security of classified material in sufficient number to perform the functions outlined in Paragraph 3 below.
- D. Determine the stairways and exits to be used by personnel in the various parts of the buildings or areas.
- E. Cause all personnel in his buildings and areas to be familiarized with the action to be taken by them as described in Paragraph 2 below.
- F. Take such steps as may be necessary to keep the Plan current and the personnel indoctrinated on a continuing basis.

2. EMPLOYEES

- A. Upon sounding of alarm, proceed at once to secure all classified material in safes and vaults. Lock all safekeeping containers and vaults.
- B. Close and lock windows.
- C. Proceed from building, using those stairways and exits which you have been instructed to use by your Assistant Evacuation Officer.
- D. After leaving building, proceed to the area designated by your Evacuation Officer. Do not congregate around exits, adjacent sidewalks, and driveways which may interfere with the activities of firemen and their apparatus.

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3. ASSISTANT EVACUATION OFFICERS

A. Upon sound of alarm, instruct a co-worker to secure your classified material and safes.

B. Proceed at once to your pre-determined emergency exit door station, remove bar from the door, and stand guard. Do not permit unauthorized persons to enter.

C. When the all-clear signal is sounded, permit only properly badged persons to enter the building.

D. When personnel have re-entered the building, secure the assigned door by replacing the bar and metal pins.

4. SUPERVISORS

A. Upon sounding of alarm, instruct a co-worker to secure your classified material and safes.

B. Employees to take pre-determined stations and direct flow of traffic from your assigned area, wing, or floor and preserve order.

C. Supervise the securing of classified material by the personnel under your jurisdiction.

D. Check the offices of personnel under your jurisdiction to determine that classified material has not been left exposed and that safes and vaults are locked.

E. When the area for which you are responsible has been evacuated, report to the Evacuation Officer for further orders, if any.

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